INSTRUCTIONS

Adobe Acrobat Reader 6.0

PERAC used the latest version of Adobe Acrobat Writer software, 6.0, to create these forms. You must have Adobe Acrobat Reader software, version 5.0 or 6.0 to use the template option. If you do not already have Adobe Reader 6.0 on your PC, please use this link, <u>Adobe Acrobat Reader</u>, to obtain the free software from the Adobe site.

Using these Forms

You may print these forms and complete them manually. You may also complete the forms online from this Web Site or you may copy them to a PC to complete at a later time.

If you wish to complete the forms online, you may make an entry in any response field except one that requires a signature. Due to technical issues affecting font selection and spacing, allowable entries in some response fields are slightly smaller than what the fields would appear to permit. Please create a separate attachment when you need to furnish further information and the available space proves to be insufficient.

Printing the Templates

Please note that any of these forms, after being completed online, will become a large file. As such, it will take longer than usual to print.

Saving the Templates

After filling out the template (or when you simply want to download a copy to your PC for later use):

- Select the File option from the Adobe Menu Bar
- Select the Save As option
- Specify the directory in which you want the document (PDF) saved
- Name the file (keeping the PDF extension), and save it